



JOBIN RAJU

ACCOUNTANT AND OFFICE ADMINISTRATION

As a highly motivated and experienced Assistant Accountant and Office Administration with two years of experience, I am eager to leverage my skills and knowledge to contribute to a dynamic and successful accounting team. Over the past two years, I have gained a solid foundation in various accounting processes and procedures and also have skills to manage accounts payable and receivables, bank reconciliations, and maintaining cash and other accounting-related jobs. I am committed to ensuring the accuracy and integrity of financial data. To attain a challenging job in a prestigious and growth-oriented organization where I can utilize my knowledge, experience, and abilities efficiently and work to the best of my potential with patience, consistency, and team spirit for the betterment and progress of the organization.

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☎ +971 54 463 1475

📍 Al Nabba, Sharjah, UAE

🌐 [linkedin.com/in/jobin-raju-978990220](https://www.linkedin.com/in/jobin-raju-978990220)

WORK EXPERIENCE

Assistant Accountant & Office Administration RBT RACKS & SHELVES METAL ALLOYS TRADING CO. LLC Dubai, United Arab Emirates

06/2021 - 06/2023,

Job Responsibilities

- **Financial Documentation:** Proficient in entering sales and purchase invoices, maintaining accounts with inventory, and recording income and expense entries.
- **Inventory Management:** Skilled in maintaining stock records, handling stock levels, and ensuring accurate inventory management.
- **Tax Compliance:** Experienced in recording VAT entries, submitting VAT reports, and facilitating tax payments for compliance.
- **Cash Handling:** Capable of managing cash in hand or petty cash, maintaining cash records, and ensuring accurate cash handling.
- **Software Proficiency:** Advanced in using MS Excel, Word, PowerPoint, and Adobe PageMaker, and skilled in Tally Accounting Software.
- **Accounts Receivable and Payable:** Experienced in dealing with debtors and creditors, managing account receivables and payables, and preparing debit and credit notes.
- **Banking Transactions:** Proficient in managing bank cheques, online banking transactions, and reconciling bank statements.
- **Documentation and Reporting:** Skilled in preparing import and export invoices, maintaining sales and purchase reports, and preparing quotations, local purchase orders, etc.
- **Customer Relations:** Capable of dealing with customers and suppliers, handling sales and purchases, and providing excellent customer service.
- **Data Management:** Adheres to meticulous data management practices, continuously backs up digital and computerized files, and ensures data security and integrity.

QUALIFICATIONS

MASTER OF BUSINESS ADMINISTRATION Specialized in Information Technology BRILLIANZ EDUCATIONAL GROUP, Sharjah, UAE

05/2021 - 05/2023

CORE COMPETENCIES

Accounting and Bookkeeping

Bank Reconciliation

Computer Operating Skills

Good organizational skills

Good Communication Skills

Operating Tally ERP9 & Prime

Data Analysis

Problem Solving

Fast Typing

Multi-tasking ability

Attention to Details

Responsibility

TECHNICAL SKILLS

Accounting Software

Tally ERP 9

Tally Prime

Data Entry Software

Microsoft Office Word

Microsoft Office Excel

Microsoft PowerPoint

Adobe Page Maker

E-mail

Microsoft Office Outlook

Gmail

QUALIFICATIONS

PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

KERALA STATE RUTRONIX, Kerala, India

06/2019 - 01/2020

BACHELOR OF COMMERCE

Specialized in Computer Application

UNIVERSITY OF KERALA, Trivandrum, Kerala, India

06/2016 - 05/2019

HIGHER SECONDARY EDUCATION

COMMERCE With Computer Application

DIRECTORATE OF HIGHER SECONDARY EDUCATION, Kerala, India

06/2014 - 03/2016

SECONDARY SCHOOL EDUCATION

THE CENTRAL BOARD OF HIGHER EDUCATION, Sharjah, UAE

06/2013 - 03/2014

CERTIFICATES

Assistant Accountant Experience Certificate

RBT RACKS AND SHELVES METAL ALLOYS TRADING CO. LLC, Dubai, UAE

PDCFA - Computerized Financial Accounting Certification (Tally Course)

Kerala, India

ACHIVEMENTS

UAE DRIVING LICENSE

Dubai RTA

PERSONAL PROJECTS

A Study of Welfare Measures of Women Employees

- With Special Reference to Holy Cross Hospital, Kerala, India

REFERENCES

References will be furnished upon request.

DECLARATION

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

LANGUAGES

English



Hindi



Malayalam



Tamil



PERSONAL DETAILS

Nationality : Indian

Gender : Male

DOB : 01-April-1998

Visa Status : Visiting Visa

Marital Status : Single

Passport No. : U7049236

SOFT SKILLS

Team Work

Detail Oriented

Adaptability

Project Management Skills

Time Management

Interpersonal Skills

Critical Thinking

Work Ethic

Marketing Skills

Decision Making

Negotiation

Active Listening

INTERESTS AND HOBBIES

Technology

Photography

Gaming

Travelling